

HOW TO

WRITE AN EFFECTIVE CV



About Kelburn

Kelburn Recruitment Limited is a successful, established and privately owned recruitment business based in Newcastle City Centre. We have a strong client base who we have built up relationships with.

We specialise in roles with Manufacturing, Engineering and Office Support. If you have experience or skills in these areas, we would love to hear from you.

We have put this guide together to support you in your search for your next role and creating a CV that shines the light on your skills and experience.

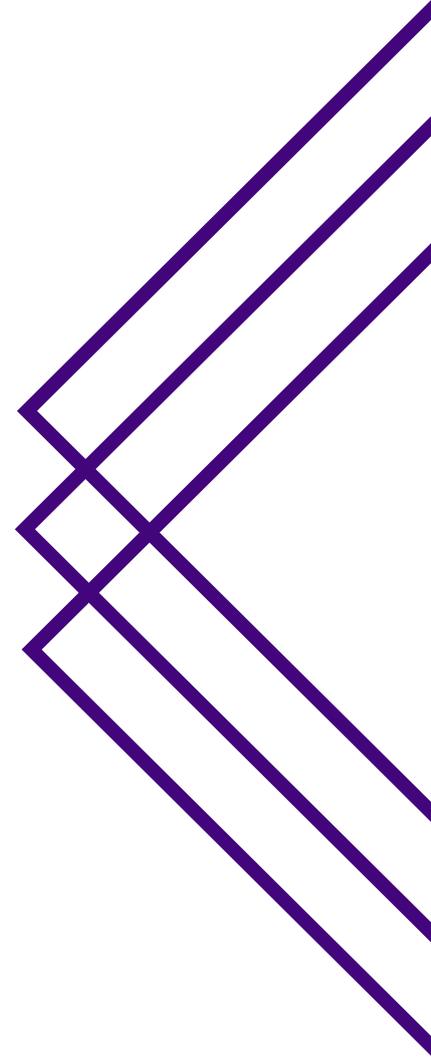
Why do I need a CV?

Most recruiters and hiring managers require a CV to be able to consider you for a post. When you register with us, we will ask you for a copy of your CV.

When we identify a role that is suited to you, we will ask your permission to forward your CV to our clients. The client will use your CV to decide whether to invite you to interview and benchmark you against other candidates. Therefore it is vital that your CV portrays you in the best light possible, and tells the Recruiter why you are suitable for the role.

Many people find writing a CV to be a difficult task. We're not used to selling our skills and experience, and it can be awkward to write. In this resource, we will give you some helpful tips to help you overcome this and produce a CV that you're proud of, and more importantly, gets you the job you want.

Remember, we're all individuals. Our skills and experience are all different and unique to us. Therefore CVs must be different, and one solution does not fit all. Instead of googling a CV template, consider the following information to help you craft your unique CV, interpret it with your experience in mind and use it to highlight the best of you.



Formatting a CV

Follow these guidelines to create a CV that is unique to you and highlights your skills or experience.

Contact Details

At the top of your CV, list your contact details. It amazes us how many CVs we receive with no contact details. If the recruiter can't contact you, they can't organise an interview with you. Include your name, address, email and phone number. Use an email account that you check regularly and email address that sounds professional. Inappropriate email addresses ring alarm bells with recruiters and can make you look unprofessional.

Personal Statement

This part should be at the top of your CV, under the contact details. However, it can be helpful to write this once you have completed the other parts of your CV. This should summarise your CV. It is a brief statement about who you are, what you do and what you want. Use this section to grab the recruiter's attention and make them eager to read your CV. Ensure your personal statement is relevant and tailored to the role you are applying for.

Work Experience

List your work experience, with the most recent at the top. Include your Job title, the company name, the dates of employment and list your key responsibilities. It can be useful to list your key responsibilities as bullet points as this is easier to read.

If you have gaps in your employment, explain this and don't worry about it, there are lots of reasons why people have gaps.

Education

List your most recent education history at the top and include the name(s) of the educational institute, dates of study, subjects and grades.



Skills & Qualifications.

List the skills and qualifications that are relevant to the role you're applying for. If you list too many, the critical skills will get lost in the information. Use the Job description or advert to identify what skills they need and match the skills you possess with this.

These can include training courses, voluntary work or projects that you have worked on. If your work experience is limited, think carefully about using this section to identify and highlight the skills that you possess.

References.

It is often satisfactory to state that references can be sent on request instead of taking up spaces listing your referee details. If you decide to list your referee's contact details, ensure you have received their permission to do so.

Hobbies & interest.

We lose count of the CVs we receive with "likes socialising with friends". This tells us nothing about you. Don't list hobbies to fill a gap. Only list them if they add something different to your CV. Do they add value to your skill set, support your attributes or make you stand out from the crowd? If you can't think of something, leave this section out.



Hints & Tips

- Recruiters read lots of CV in a short amount of time. To assist them, ensure your CV is formatted simply and clearly and usually **not more than two sides of A4**.
- Use the **correct tense**. When listing your responsibilities for your current role use the present tense (I design...), and for previous positions, use the past tense (I designed...).
- Create in MS Word, using a **simple font and font size of 10/11**. Fancy graphics tend to distract from the information, therefore, leave them aside, unless you're applying for a role where design is relevant, and then this could be the ideal opportunity to showcase your design skills.
- **Be honest**. Lying on your CV can lead to trouble and more often than not, you will be caught out at some stage. Your CV must be an accurate reflection of yourself.
- **Proofread!** The competition for jobs is high; therefore recruiters may throw your CV in the bin if they spot a spelling or grammatical error. Remember, your CV is your tool to portray yourself in the best light. Spelling mistakes and errors can lead a recruiter to believe that you don't pay attention to detail or have not taken the application seriously. Read your CV out aloud to check for errors, and if you can, ask a friend or family member to check it over too.

We hope this information has given you some inspiration on how to format and create your CV. There are lots of resources online to support you too.

Remember, once you write your CV you will need to keep revisiting it. Keep it up to date as you gain new skills or broaden your depth of knowledge and experience. Make sure you tailor your CV to each individual role that you are applying for to ensure you highlight and focus on the skills set that they are recruiting for.

Remember to register with us as a candidate and visit our website www.kelburn.com to keep up to date with new vacancies. Follow us on Facebook, Twitter and LinkedIn too! We're looking forward to receiving your new CV soon!

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